[Date]

[Patient Name]
[Patient Address]
[City, State, Zip Code]

Subject: Reminder Regarding Your Missed Preventive Care Appointment

Dear [Patient Name],

We missed you at your recent scheduled appointment on [Date of Missed Appointment] for your routine preventive health check-up.

Routine screenings and preventive visits are essential for monitoring your health and identifying potential issues early. We want to ensure you stay on track with your wellness goals.

Please contact our office at [Phone Number] or visit our online portal at [Website/URL] to reschedule this visit at your earliest convenience. If you have already rescheduled, please disregard this notice.

If you have any questions or if there is anything we can do to assist you, please let us know.

Sincerely,

[Provider/Clinic Name]
[Department Name]
[Contact Information]